

O-0804
SIGN OVER A SITE

CONDITIONS

You are leading a team that is conducting site surveillance. An outside agency or another CAP ground team arrives on site to relieve you.

OBJECTIVES

Correctly brief your replacement, assist in posting their sentries (as needed) and sign over control of the site.

TRAINING AND EVALUATION

Training Outline

1. Once you take control of a site, you cannot leave it without formally relinquishing control. Normally, this is done by turning the site over to another CAP Ground Team, or to an outside agency such as the police or the FAA. In either case, you also want to get permission for the relief from the mission coordinator.

a. If you are being relieved by another ground team, you should brief them, help post their first relief, and then sign the site over in both team's mission logs.

b. If you are being relieved by an outside agency, the procedure is similar, except the signing over is more formal. Also, most agencies will not be posting sentries as CAP does.

2. To turn over control to another CAP Ground Team:

a. Get permission from the mission coordinator.

b. Brief the new team leader (and his team, if he desires) on:

1) The aircraft.

2) Any safety hazards in the area.

3) Your plan for surveillance including your communications plan, sentry locations, bivouac area, parking area, and command post.

4) Significant events (from your log).

5) Anything you expect to happen in the future. For example, "The FAA investigator called and said he will be here tomorrow morning at 10:00."

c. Assist the new team leader in posting his first sentry shift (relief). Have your sentries brief his sentries as they take over.

d. Once the new team leader has posted his sentries, he initiates the sign over. Each team leader signs the other team's log entry, stating that you (state your name and rank) briefed him (state his name) and that he assumes control of the crash site at this time. Remember, the new team leader initiates this. Until he says he is assuming control, you cannot leave.

- e. The new team leader notifies mission base that he has assumed control.
2. To turn over control to a representative of an outside agency:
- a. Get the representative's name and agency, and write them in the log.
 - b. Get permission from the mission coordinator.
 - c. Brief the representative new team leader on:
 - 1) The aircraft, victims, or other disaster remnants.
 - 2) Any safety hazards in the area.
 - 3) Significant events (from your log).
 - 4) Anything you expect to happen in the future. For example, "The FAA investigator called and said he will be here tomorrow morning at 10:00."
 - d. Assist the agency representative in setting up any security he desires.
 - e. Write the following or a similar entry in your log:

" I _____ (representative's name) _____, representing _____ (his organization) _____, hereby accept responsibility for the scene involving (victims' name, aircraft number, make, model, fuselage and trim color, if known) I am releasing _____ (your name) _____ of the Civil Air Patrol from any further requirement to secure the site. I have been completely briefed by - _____ (your name) _____. I acknowledge that the scene appears to be in good order, and any movement of wreckage, fatalities and/or parts thereof have been described to me.
 - f. Have both you and the representative sign and date this log entry.
 - e. Notify mission base that you have turned over control.

Additional Information

More detailed information on this topic is available in Chapter 15 of the Ground Team Member and Leader Reference Text.

Evaluation Preparation

Setup: Set up a simulated crash site or other surveillance site, with a perimeter and sentries (this can be done outdoors, or on a terrain model or sketch). Prepare a simulated log of the key activities since the team took over the site.

Brief Team Leader: Tell the student that he is the team leader and has been assigned to secure this crash site. Brief him on the security plan, including safety and communications plans. Give him the log and tell him that the log represents what has transpired since his team arrives.

Step 1 - Tell him that another ground team has arrived to relieve his team. Have him take the appropriate actions.

Step 2 - Tell him that, instead, the FAA investigator or local Sheriff arrives to relieve him. Have him take the appropriate actions.

Evaluation

Performance measures

Results

Step 1 (sign over to another ground team)

The team leader:

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| 1. Obtains permission from the mission coordinator. | P | F |
| 2. Brief the new team leader on the status of the victims, aircraft or other items within the perimeter, safety hazards, site surveillance plan, significant events, and expected future events. | P | F |
| 3. Assists the new team leader in posting his first sentry shift (relief). | P | F |
| 4. Once the new team leader is ready, correctly logs the sign over and has the new team leader sign it. | P | F |
| 5. Signs the other team leader's log | P | F. |

Step 2 (sign over to a representative of an outside agency)

The team leader:

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| 6. Logs the representative's name and agency. | P | F |
| 7. Obtains permission from the mission coordinator. | P | F |
| 8. Brief the representative on the status of the victims, aircraft or other items within the perimeter, safety hazards, site surveillance plan, significant events, and expected future events | P | F |
| 9. Assists the representative in posting his security (if applicable) | P | F |
| 10. Prepares the sign over statement listed above | P | F |

11. Signs and dates it, and has the representative sign and date it. P F

12. Notifies the mission coordinator of sign over P F

Student must receive a pass on all performance measures to qualify in this task. If the individual fails any measure, show what was done wrong and how to do it correctly.